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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
THROUGH : Deputy Director of Training

DATE: 19 June 1958

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 24  
11 June - 17 June 1958

Document No. 20NO CHANGE in Class. ☐☐ DECLASSIFIEDClass. CHANGED TO: TS S 0

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1783

Date: 00 MAR 1978 By: I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Several candidates for maintenance awards have expressed dissatisfaction with the determination of non-awardable. One of these is  of ORR who evaluated himself at Intermediate level in Russian Reading back in April 1957, but tested at Elementary in April 1958.  implied to  that he might go to the Inspector General. In  case (as well as in the others) our normal review of the recorded facts turned up nothing to contribute to a reversal of decision. But  may have a point. His self-evaluation was based on "using the dictionary frequently"; he was tested in reading without a dictionary.  has been so informed.

2. For the Bureau of the Budget's request on certain external training data, we furnished the Comptroller's Office with the following:

There were 552 Agency personnel participating in external training at non-Governmental installations during FY 1957. For these, training expenses (exclusive of salary) totaled \$147,000 - which included \$15,320 for the travel of 129 of these employees in connection with training outside the Washington area. Much of the expenses for correspondence training, though obligated, were not liquidated during the same fiscal year.

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3. Based on C/Mgmt Staff's request for information on a series of McKinsey Foundation Lectures, we have learned from Mr. Hoke S. Simpson, Director of Executive Programs at Columbia University, that the lectures in the 1958 series will be published in book-form in the fall. We will be (1) notified when the book is available and (2) invited to attend the 1959 series. Information Branch has informed [redacted]

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4. I met with [redacted] of ONE and explained to him the simplified steps we would follow in affording him OTR assistance with his thesis work. If necessary, I'll get him a carrel at the Library of Congress.

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5. The Information Branch has worked out arrangements with the BFO/TR and the Language Testing Staff so that checks can be directed more speedily and securely to successful candidates for language awards.

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[redacted]

This item has also been discussed with the OIR Budget and Fiscal Officer and with [redacted] Office of the Comptroller. No special difficulties or complications were encountered and facts required for inclusion in the memorandum have been assembled.

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7. As a result of tardy submission of an external training request by OL, it was necessary to make arrangements by telephone with Carnegie Institute of Technology for enrollment of an Agency employee in two summer session courses in the School of Printing Management.

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a. Will the Agency finance language study in commercial schools?

b. May persons in the field purchase books, records, tapes, and other equipment on a reimbursable basis for use in voluntary language training?

c. To what extent will the Agency subsidize (1) professional, (2) clerical employees in the field offices?

d. What are the facilities for testing the acquired proficiency of field personnel?

e. What material is available in OTR for field use?

Although C/LAS presumed voluntary language training to be the subject of these questions, a memo for all OO/C field chiefs was prepared which did not differentiate between the directed vs. voluntary aspects.

I have agreed to re-affirm OTR's position (after one year's experience with the Language Development Program) in response to these questions and their application in either the voluntary or directed training situation.

9. [ ] has understandably demurred at meeting with Professor Harold Guetzkow to be debriefed on changes in [ ] status since he completed the University of Chicago summer program. Dr. Guetzkow is arriving from Chicago next week to conduct follow-up interviews with last year's graduates. I ascertained [ ] that conferences planned with seven graduates included only [ ] from CIA's contingent. I have offered to represent the Agency, if needed, to find out more about this follow-up routine in the light of our 1958 manpower investment in the Chicago program. A brief dossier on Professor Guetzkow is attached.

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10. Enrollments for Audio Countermeasures No. 3 closed on 16 June with only seven candidates. [ ] reported that there would be no additional applications. Of the seven, five are from Security; one JOT, detailed to FE; and one from NEA/FI. Commo had one candidate, later cancelled.

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11. The Nuclear Weapons Course which I attended was enjoyable and informative. Materials which I found helpful have now been forwarded to me and I've asked [ ] to look them over and retain any which he finds of benefit for S & T purposes. My class was composed of: 1 Lieutenant General, 4 Major Generals, 9 Brigadier Generals, 33 Colonels, 24 Lieutenant Colonels.

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12. [ ] with assistance from [ ] has done a very creditable job in keeping things moving while [ ] has been hospitalized. It has been reported that Clem will avoid surgery, but we have no information as to his date of release or of return to duty.

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13. There were 22 applicants from RI for IOC which began on Monday, 16 June. Of these, six were reported by A&E to be highly questionable in terms of satisfactory completion of the course. Following a discussion with the RI Training Officer, five of the six were withdrawn. The sixth was allowed to enter the class in accordance with our agreement with RI. A memorandum, justifying the special considerations of this case, will be forthcoming from RI.

14. During the week 11 June - 17 June 1958, there were 822 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

179 enrolled in 27 classes ( 9 languages) before hours

84 enrolled in 15 classes ( 7 languages) after hours

172 enrolled in 31 classes (13 languages) during hours

88 enrolled in 6 Operations School courses

50 enrolled in 2 Communism School courses

215 enrolled in 10 Intelligence School courses

34 enrolled in 3 area courses

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Harold Guetzkow  
Professor of Industrial  
Administration and Psychology  
Carnegie Institute of Technology

Professor Guetzkow is on leave as Professor of Industrial Administration and Psychology from the School of Industrial Administration at Carnegie Institute of Technology, and has just served as a Fellow at the Center for Advanced Study in the Behavioral Sciences, Palo Alto, California. Professor Guetzkow directed the ONR Conference Research project at the University of Michigan and worked on interdepartmental committee problems for the Hoover Commission. Besides his articles and a monograph on Multiple Loyalties, he has edited the book, Groups, Leadership and Men.